

## Job description

<b>Job title:</b>	<b>Early Help Professional - Young Carers (28 hours per week)</b>
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<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£37,092 - £41,506 per year FTE</b> Including: £729 London Weighting  (Pro rata for 28 hours per week: £28,069 – £31,409 per year Including £551 London Weighting)
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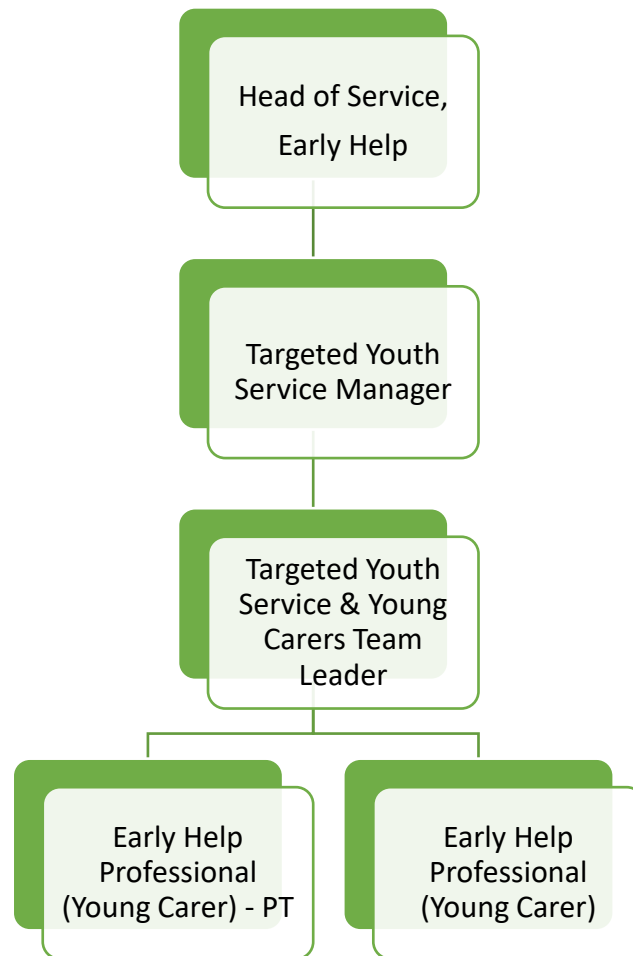
<b>Section:</b>	<b>Early Help</b>	<b>Grade:</b>	<b>BG-G SCP25-30</b>
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<b>Location:</b>	<b>Family Hubs</b>	<b>Work style:</b>	<b>Flexible</b>
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### Key objectives of the role

- Act as a champion for young carers, ensuring their rights, needs and voices are recognised across services. Proactively manage referrals, undertake triage, and coordinate assessments and reviews to deliver effective, multi-agency support plans. These plans will aim to reduce inappropriate caring responsibilities, safeguard wellbeing, support educational attendance and attainment, and enable smooth transitions into adult services where appropriate.
- Lead the delivery of timely, high-quality transition assessments for young carers approaching adulthood. Ensure all assessments are proportionate, strengths-based and compliant with statutory requirements, forming the basis of personalised plans that promote wellbeing, reduce caring pressures, and improve long-term outcomes.
- Design and deliver targeted interventions and opportunities for young people up to the age of 18, enabling participation in universal and enrichment activities that enhance wellbeing, personal development, and resilience alongside their caring responsibilities.
- Provide specialist advice, guidance and training to professionals, including social workers and Early Help staff, acting as a subject matter expert on young carers and promoting best practice across services.

## Designation of post and position within departmental structure



## Daily and monthly responsibilities

1. Process referrals received from schools, professionals, and self-referrals by assessing the needs of young carers, coordinating support plans, and ensuring the voice of the child or young person is captured and reflected.
2. Maintain accurate and up-to-date records on the young carers database, including registering cases and creating individual case files on the Mosaic case management system.
3. Complete transition assessments for young carers approaching adulthood and develop transition support plans based on identified needs.
4. Deliver training and information sessions to schools and professionals to support the early identification and understanding of young carers.
5. Provide clear information, advice, and guidance to effectively engage young people, partner organisations, and local communities.
6. Plan and coordinate appropriate support for individual young carers and groups, ensuring a range of service provisions are available to address the key risks they face.

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7. Undertake comprehensive needs assessments, risk assessments, and safety planning, ensuring all case recordings meet service standards and compliance requirements.
  8. Build and maintain effective relationships with key stakeholders, both internal and external, to promote awareness of young carers and the services available to them.
  9. Coordinate and promote day-to-day multi-agency involvement, offering specialist knowledge and advice to Early Help Professionals while maintaining appropriate professional boundaries.
  10. Establish and sustain strong working relationships with statutory and voluntary sector partners to ensure a high standard of service delivery, effectively managing competing priorities and responding to urgent situations.
  11. Actively participate in service planning, team meetings, supervision, appraisals, and ongoing professional development and training.
  12. Empower young people to contribute to decisions that affect their lives, advocate on issues important to them, and participate in democratic processes and decision-making.

## Scope of role

As a designated flexible worker, the postholder will have the flexibility to divide their time between Braccan Walk Youth Centre, Children's Centres, and community facilities as required.

The postholder is responsible for adhering to and maintaining all policies and procedures. All employees working with children, young people, and vulnerable adults have a responsibility to safeguard and promote their welfare.

This job description is flexible to accommodate changing priorities and needs and will be developed in conjunction with the postholder.

Some clients may exhibit challenging behaviour, be in distress, and/or resist engagement. There will be a requirement to work intensively with families over extended periods to support and achieve positive change.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

### Person specification

Key criteria	Essential	Desirable
<b>Skills and qualifications</b>	<p>Educated to at least Level 4 in Youth work or another relevant professional or occupational qualification and /or equivalent experience</p> <p>Educated to GCSE A-C level or equivalent (to include Maths and English)</p>	<p>Degree in Youth work or similar field</p> <p>Up to date training in safeguarding</p>
<b>Competence summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Substantial experience of working with young people and their families, 1-1 and in groups</p> <p>Knowledge of factors that can affect young carers and experience of working with young carers to overcome these</p> <p>Able to listen to, relate to and communicate well with young people and adults, and adapt communication style to meet individual needs</p> <p>Able to work effectively as part of a team and follow and interpret instructions and guidance</p> <p>Able to work on own initiative and plan and deal with conflicting priorities in organising own work schedule</p> <p>Excellent communication skills / IT skills / report writing</p> <p>Ability to demonstrate an understanding of information sharing and the relevant guidance / legislation supporting this</p> <p>Knowledge of undertaking holistic early help family assessments</p>	<p>Understanding of the Prevent agenda</p> <p>Knowledge and understanding of the Supporting Families Agenda</p> <p>Knowledge of the legislative framework that effects young carers and adult carers</p> <p>Experience of supporting young carers and siblings who have additional SEND needs</p>

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Up-to-date knowledge and understanding of safeguarding

Experience of working with a multi-agency team and an understanding of possible challenges

Able to learn and take responsibility for own development and share knowledge with colleagues and support their development

Experience of recording sensitive information, maintaining case files and respecting confidentiality and data sharing protocols

Understanding of early help and the wider context to which youth services operate

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**Work-related  
Personal  
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

Able to demonstrate a restorative, patient, friendly approach  
Able to prioritise competing demands and work under pressure

Committed to equal opportunities

Experience and skills in the use of IT platforms for communication, recording and managing work programmes

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**Other work  
requirements**

A satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time

As a designated flexible worker, the post holder will have the flexibility to divide their time between Bracknell Council buildings

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**Role models and demonstrates the Council's values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

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**All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.**

